

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of November 12, 2020

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough—Chairperson (Via Zoom-BH City)	Present
Commissioner Robert P. Harrison—Vice-Chair (Via Zoom-Lincoln Twp.)	Present
Commissioner Jon Hinkelman (Via Phone-Bainbridge Twp.)	Present
Commissioner Ezra Scott (Via Zoom-New Buffalo Twp.)	Present

Others Present: County Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Veteran’s Services Director Lee Lull.

Meeting was called to order at 9:02am.

Public Comments: None

County Administrator Brian Dissette briefed the committee on the Silver Beach Erosion Control Project and said if the Finance Committee agrees to advance it, he has it on the requisition list for today’s meeting. He said the engineer’s initial estimate was around \$200,000. There was a bid solicitation process done by Edgewater Resources and they received three quotes from the following vendors: Triple D Excavating, B&Z and Kalin Construction. Triple D Excavating came in with the low bid of \$119,675. The Engineering firm that we worked with to obtain the bids was Edgewater Resources and they recommended we proceed with an award to Triple D Excavating. They also recommended we include a contingency budget of 10%, pushing the project to \$131,642.50.

The other part of the recommendation is that, over the last few months staff has been working with the City of St. Joseph of understanding the need for the project and recognizing that if the county does this work it will provide direct benefit to the city’s infrastructure, specifically towards the protection of the road. On Monday night the City of St. Joseph offered a resolution authorizing their staff to bring forward an agreement with Berrien County, having the City of St. Joseph providing 50% of the total project cost. Both PHSC and the Administration Committee is have approved the project, so if Finance says yes, they are asked to endorse the project today, as we are on a relatively tight timeline. They are looking at finalizing the work by December 15th of this year.

Commissioner Scott questioned the bid process used. Brian explained that Edgewater solicited quotes from local contractors with the understanding that they had to be 3 local quotes. He said with an effort to get this done before winter, they veered from the standard bidding process. Commissioner Scott motioned to approve the Silver Beach Erosion Project so that it can be put on the agenda for the full board today, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Next, Brian updated the committee on another project staff has been working on for the last couple months for improvements to the FOC Offices. He said the offices are jammed into a small space and they have come up with a design that has been reviewed by the Administration Committee and they have also received feedback from staff and Building & Grounds. The concern is the timeliness of getting the quotes and bids together. If the FOC remodel is done per the design it will open up a lot more footage and will be able to spread them out. We're trying to move this quickly since the courts are currently closed. He said by separating the people, it will provide some health benefit, and if we can get this project booked in the current calendar year we can get it all charged to the cares act. Brian said no action is needed today, he just wanted the committee to be aware that this is something they have been working on and will be bringing it to the Finance Committee for some consideration. Commissioner Harrison mentioned when they went on the tour they noticed there were some space issues in the Prosecutor's Office, so it might be a good time to look at how the staff is laid out in the Prosecutor's Office. Brian said he will circle back with Carrie Smietanka-Haney and make sure if there are any other issues, they get taken care of.

Appointments:

Lee Lull briefed the committee on the information he sent out on the grave markers for the veterans and the prices. He had samples of both and said the price from the current vendor would be \$23 each and the new vendor would be \$14.25 each. Lee proposed to go with the lower cost markers which are of comparative quality and considering the budget constraints, this would save the county \$4,375. Commissioner Scott stated that he didn't feel cutting the cost for honoring our veteran's was somewhere we should cut costs. Lee stated that the current vendor makes these by hand and is having problems with his die cutting machine and can only cut 2 markers at a time and he's not sure if we will be able to get them from the same vendor in the future. Commissioner Scott motioned to approve Lee's recommendation, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays, Motion carried.

Committee Business

Bid Openings: Annette Christie opened the following Bids:

Bid 2020-071. This bid was for scraper blades for the Road Department. The bid was sent out to six bidders and three responded: Valk Mfg. Co. - \$16,152, St. Regis Culvert Inc. - \$16,800, Truck and Trailer Specialties - \$14,394. Commissioner Scott motioned to accept the bids and refer them back to the Road Department for review with the exception that St. Regis may have mixed up their bids between 071 and 072 and let the Road Department make that determination, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2020-072. This bid was for Carbide Scraper Blades. This bid was sent to six bidders and three responded: Valk Mfg. - \$12,600, St. Regis Culvert - \$17,409.60 and Truck and Trailer Specialties - \$12,261.60. After opening these bids, it was determined that St. Regis put the two bids in the wrong envelopes. Commissioner Scott motioned to refer the bids back to the Road Department for their review, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Resolutions:

F2011054 – Weekly Bills

F2011130 – Road Payables

F2011365 – Approve the Berrien County FY2021 Budget

The committee reviewed the above resolutions and concurrence was given to move them forward to the full board for action.

Minutes Approval:

Commissioner Harrison motioned to approve the virtual minutes from Thursday, November 5, 2020, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 9:49

Respectfully Submitted,

Stephanie Carlson
Financial Services